



**DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
REIMBURSEMENT TEAM LEADER
BILLING UNIT**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Agency Employees who meet the Minimum Qualifications, including General Experience

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 3543-RTL

Hours: 40 Hours Per Week / 8:00AM – 4:30PM

Salary: AR28 / Salary Range: \$84,204 - \$107,758

Closing Date: September 30, 2016

In DAS-Collection Services Division, the Reimbursement Team Leader supervises a team of Reimbursement Analysts and Processing Technicians. The Reimbursement Team leader oversees the day to day duties of the unit; schedules, assigns, oversees and reviews all case work and team workloads; handles the most complex cases; maintains unit procedures and provides staff training; coordinates with customers/agencies and runs electronic files and data extracts to compile information for various reports; acts as a liaison with other agencies as well as other operating units.

Eligibility Requirement: The exam for this classification has been waived. In order to be considered for this vacancy, candidates must possess the minimum qualifications required-including the general experience listed below. **You must specify your qualifications in your application package.** This is only open to Department of Administrative Services current employees.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities: Knowledge of relevant agency policies and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of reimbursement practices and procedures; knowledge of and ability to utilize business principles and procedures within business plan and budgetary constraints; knowledge of and commitment to departmental vision and goals; knowledge of subject matter areas critical to successful team performance; considerable interpersonal skills; proven oral and written communication skills; ability to lead a team through performance recognition; quality improvement, effective communication, coaching and training, performance assessment and mentorship; ability to anticipate and meet customer needs and demands; ability to recognize and develop opportunities for business growth; ability to utilize computer software; supervisory ability.

General Experience: Eight (8) years of experience in one of the following areas: insurance recovery claims, credit or loan recovery, reimbursement claims with a governmental agency.

Substitutions Allowed:

- 1, College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a related field may be substituted for one (1) additional year of the General Experience.

Preferred Skills and Abilities:

- Understanding of state and federal laws regulating the liability of individuals for services provided by a wide variety of state and federal programs;
- Experience with researching, developing, writing, and updating billing policies, procedures, methods, and guidelines;
- Experience with institutional and professional medical billing rules for Medicaid and Medicare;
- Experience with Social Security Administration and governmental accounting practices;
- Proven experience in AVATAR, InterChange, DSS-Eligibility Management System, DDS-CAMRIS System, and MS Access.
- Supervisory experience is desired.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a CT-HR12 Application for Employment & resume (stating how you meet the minimum qualifications, including the preferred skills and abilities), and copies of their 2 most recent performance evaluations/PARS, to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
S.m.A.R.T./DAS HUMAN RESOURCES
165 Capitol Avenue
Hartford, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835 (*Preferred Method*)
OR
EMAIL to: susan.turko@ct.gov**

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 9/30/2016 WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.